

NEW ZEALAND 2015 HANDBOOK

the ROYAL
SOCIETY *of*
NEW ZEALAND
TE APĀRANGI



National Science Foundation
East Asia & Pacific Summer Institutes
For U.S. Graduate Students Pursuing Science & Engineering



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I. INTRODUCTION

The East Asia and Pacific Summer Program in New Zealand in 2015 is jointly organized by the National Science Foundation (NSF) in the U.S. and the Royal Society of New Zealand. The program will be held during June 8-August 6, 2015.

The summer program in New Zealand provides U.S. graduate students (U.S. citizens or permanent residents) in science and engineering first-hand research experience in New Zealand, an introduction to the science and science policy infrastructure of New Zealand, and orientation to the New Zealand culture. The primary goals of the program are to introduce students to New Zealand science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future.

The program is administered in the U.S. by: the National Science Foundation (NSF) (www.nsf.gov, www.nsf.gov/eapsi) and the Royal Society (<http://www.royalsociety.org.nz/programmes/funds/international-relationships/eapsi/>). The Royal Society's involvement is possible, thanks to the financial support of the New Zealand Ministry of Business Innovation and Employment (MBIE). The Royal Society coordinates the orientation, and also helps participants move to host institutions. The Royal Society will be the contact point for questions in various issues such as visas, host institutions, travel in New Zealand, and emergency while the participants are in New Zealand.

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II. PREPARATION

A. Host Institution and Researcher in New Zealand

You should remember that host researchers or institutions are not paid to host you. Therefore your technical contributions to their program will be most appreciated. Many former Summer Program participants became highly recognized professionals after graduation and continue their relationship with host researchers in many productive ways. A few tips regarding host institutions and research plans are provided below.

How to find your host institution and researcher in New Zealand

First, you need to talk to your research advisors or colleagues in your home institutions, who are active in the research areas of your interests. Some of them may already have contacts in New Zealand. You may also check recent journal papers or conference proceeding papers in the areas of your interests. You can identify New Zealand institutions and researchers from published papers. The Royal Society website also has a list of potential host institutions in New Zealand. If you find any institutions of your interest from the list, you may contact them to identify potential host researchers. If nothing works, contact the Royal Society staff for assistance in finding your host researcher.

What to discuss with your host researcher in New Zealand

Eight weeks pass very quickly, and every year participants in the summer program state that they wish they had another week or two to finish their research projects. They expressed that they "wasted" the first part of their stay discussing potential projects and not working on the actual project itself. Therefore you are encouraged to make an effort both to create a research plan and to discuss its viability with your host scientist before you depart to New Zealand. It is well worth the time and effort.

Research Plan

With your host researcher's agreement, you may choose to continue your on-going research work or you may choose to work on their on-going or new research project. If you choose to work on a new research topic, you may not be able to have tangible results at the end of the eight-week period.

To make your visit to New Zealand productive in research, you may want to do the following:

- Join one of the on-going projects in your host researcher's laboratory.
- Team up with one of the graduate students in their research group.
- Read their publications and understand their methods and approaches.
- Decide on the scope and weekly schedule of your work, consulting with your host researcher before you arrive in New Zealand.

Facilities

After your research plan is made, you should check with the host researcher to confirm that equipment, facilities, or materials required for your research will be available to you during your visit.

Other information

You may get the most useful information about how to thrive in the host institution from other U.S. students, research staff, or visiting faculty who are currently there or have been there in the past. You may ask your host researcher to send you contact information about current or previous U.S. researchers in the host institution, if any. You may also ask for information about possible professional visits during your stay (see section B) and housing arrangements (see section F).

B. How to set up other professional visits

NSF encourages participants to visit laboratories outside of their host laboratory both to gain a broader understanding of the New Zealand scientific community in their fields and to create contacts for future research collaboration. Four main resources for developing contacts in New Zealand are:

Your advisor, professors, and colleagues in the US

Make sure you consult with your department advisor and other appropriate individuals before you leave home and develop a list of researchers you would like to meet while in New Zealand. Letters of introduction provided by primary advisors to the New Zealand researchers are extremely useful in setting up research visits as this further solidifies potential research relationships.

Your New Zealand host scientist

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in New Zealand and ask them if they have suggestions as to which researchers would be beneficial for you to meet. If the host responds to this request, you can then politely ask if they would be willing to make the necessary introductions for you.

Publication search

When all else fails, a publication search can help identify New Zealand researchers within your field. In this case, you might send or fax a polite letter that introduces yourself, explains your research, and requests a visit while you are in New Zealand.

C. Passport and Visa

You will need a valid passport for travel to New Zealand. If you do not have a valid U.S. passport, application instructions and forms are available at the State Department website:

http://travel.state.gov/passport/passport_1738.html. You should apply early (2-3 months before travel). You can request expedited processing but this will incur an additional fee.

As of 4 April 2011 a new category of visitor visa (V3.130) has been created to better enable U.S. researchers to travel to New Zealand for a short period of time to carry out academic or research activities. These activities have now been determined to be excluded from the definition of work and, therefore, no longer require a work visa for up to three months.

Also, as citizens of the United States may be granted a three-month visitor visa upon arrival in New Zealand, U.S. citizen participants under the EAPSI programme will not need to apply for a visa in advance of travelling to New Zealand - and a three month visitor's visa will be issued upon arrival.

This visitor visa will allow the holder to undertake activities of a pedagogical, educational, professional management or research nature - which includes sourcing research material only available in New Zealand, conducting research only able to be undertaken in New Zealand, or sourcing resource materials for academic and research programmes.

The following conditions will apply:

- The United States passport must have a validity of, at least, one additional month after the date of the planned departure from New Zealand.
- The academic must have round trip flights within a three month time frame.
- Upon arrival, the researcher may be asked to show evidence that they have access to funds to cover their day-to-day expenses. The amount is approximately USD750 for each month that they intend to be in New Zealand. This can be shown by a recent U.S. bank statement or credit card statement (showing a credit limit) in the researcher's name.

Visiting researchers must be well-qualified in their field and, either employed by an overseas academic or research institution, or have wide experience in such employment.

Please note the following:

- If a visiting researcher is from a country whose nationals are required to hold a visitor visa to travel to New Zealand, then that visitor visa must be obtained prior to travelling to New Zealand.
- If a visiting researcher wishes to stay in New Zealand for longer than three months, or is intending to make multiple visits with a total duration of more than three months in any calendar year, then a work visa must be obtained prior to travelling to New Zealand.

D. International Travel

The NSF-contracted travel agency, SATO Travel, will provide you with an economy class air ticket from your city of residence to Wellington, New Zealand. The Royal Society will provide you with an air ticket from Wellington to your New Zealand host city.

Please note that where your International Port city of arrival and departure in New Zealand is different to your New Zealand Host city, you are responsible for your own travel requirements.

The NSF-contracted travel agency will provide you with an economy class air ticket from the New Zealand host city or Auckland or Wellington back to your city of residence in the U.S.

Participants will be advised by e-mail when and how to contact SATO Travel to make international travel reservations. **DO NOT PURCHASE ANY TICKETS ON YOUR OWN; NSF WILL NOT BE ABLE TO REIMBURSE YOU.**

There are important Federal Government and NSF travel guidelines and restrictions:

Travel is limited to U.S. flag carriers only in accordance with the Fly America Act:

<http://www.tvlon.com/resources/FlyAct.html>

Tickets will be issued by SATO Travel at the lowest fare, federal government or commercially available, whichever is less expensive. Travelers are typically authorized to travel round-trip from their domicile (permanent home address or academic institution) to New Zealand only. Please discuss your travel arrangements with your host, the Royal Society, and NSF prior to booking your reservation. Any subsequent changes can only be made with NSF's approval and at the fellow's expense – any additional fare collection and change fee will be charged to your credit card.

Tickets will be issued electronically (e-tickets) within 24 hours of booking. There are designated contract carriers for the U.S. government for specific cities and routes, and SATO Travel is required to issue tickets through the designated airlines, if possible. Baggage fees are fellow's responsibility. Call the airline directly to confirm your reservation, obtain your ticket number, seat assignment, add your frequent flyer number, email and phone number, verify baggage fees and any additional fees.

As soon as you receive your flight itinerary, forward it to the Royal Society, your host researcher, and NSF EAPSI program.

You must return to the U.S. by September 30, 2015 (end of U.S. government fiscal year).

Note: Baggage information

International flights between USA and NZ allow you to bring in up to 30 kg of luggage in a single piece. However, upon arrival in New Zealand, domestic carriers allow you up to 23 kg. In order to avoid paying excess for your luggage upon arrival in New Zealand, the Society asks that you to pack your bags to 23 kg. It works out more economically to book a second bag in advance, than it does to pay excess upon your arrival. Therefore, if you do expect to bring two bags (up to 23 kg), please make this known to Society so that your New Zealand flights can be arranged accordingly.

E. Stipend

NSF's USD5,000 Stipend

An official NSF award will be issued by the Division of Grants and Agreements. The award notification will include instructions about how to request electronic transfer of the USD\$5,000 stipend. Additionally, students must attend the Pre-Departure Orientation in Washington, DC in March-April (airplane or train ticket and lodging will be provided by NSF).

As a recipient of the USD5,000, you must make sure that you will not be double-funded from other federal funding sources. This restriction applies to funding from ANY Federal source. Consult with your advisor and your fellowship coordinator or contact NSF to verify. For example, if you are a recipient of a NSF-sponsored Graduate Research Fellowship Program (GRFP) award, you should consult with your university's GRFP Coordinating Official and your advisor about whether or not to accept the GRFP stipend or the EAPSI stipend. If you decide to continue to receive a non-EAPSI federal stipend during the Summer Institute period (the typical case), then you will be issued a zero dollar NSF Summer Institute award (i.e., you will not receive the EAPSI stipend). However, you will receive the airline ticket from NSF and in-country living allowance from NRF through the Summer Institute program.

Questions concerning tax liabilities cannot be answered by NSF and should be directed to the Internal Revenue Service.

Living Allowance in New Zealand

NZD4,000 living allowance and insurance fee for each participant will be provided by the Royal Society. During the orientation period you will receive your living allowance. You will be responsible for expenses such as lodging and meals in your host institution, transportation, and incidental expenses.

You need to take at least USD500 to cover incidental (and any unexpected) expenses until you receive the Royal Society stipend. You are advised to exchange at least USD300 to New Zealand Dollars at the International Airport when you arrive in New Zealand.

F. Housing Arrangements

You should ask your host scientist in advance for detailed information about housing facilities and arrangements in the host institution, such as international lodging or dormitories. You must note that some institutions may not have enough housing facilities. You must make payments for the lodging at your host institution according to their rules and procedure. If you will make your own housing arrangement other than the lodging facilities at the host institution, you need to notify your host institution as soon as possible.

During the New Zealand orientation period in Wellington, you will stay at the Kingsgate Hotel at 24 Hawkestone Street, Thorndon, Wellington (<http://www.millenniumhotels.co.nz/kingsgatewellington/index.html>).

G. Insurance

You are required to purchase the insurance arranged by the Royal Society. The insurance will cover doctor's charges, including in hospital, hospital expenses, pharmaceutical costs and emergency ambulance costs. It is possible to get extra coverage that includes dental services, physiotherapy and more. The insurance does not cover pre-existing conditions. Details of the insurance coverage and claims procedure will be provided during the orientation period. The insurance premium (approx. NZD360) will be paid by the Royal Society.

If you plan to arrive in New Zealand before June 8 or to leave New Zealand later than August 6 then you must arrange your own insurance for the period outside of the program's dates.

H. Health and Safety

For your health, generally, consider the following, as appropriate:

If you wear eyeglasses or contact lenses, bring an old pair of glasses and a spare set of contact lenses with you for backup. You may also wish to bring a copy of your corrective lens prescription in the event you must have glasses made. Please don't count on finding your specific brands of eye care products overseas--take them with you.

Advise your personal physician of your trip (destination and time abroad). Ask your health provider to review your vaccination record and any other medical needs you might have. You should do this at least 4-6 weeks prior to departure. The U.S. Government's Centers for Disease Control and Prevention (CDC) maintain a traveler's website with health information and travel advisories; the URL is <http://www.cdc.gov/travel/eastasia.htm>.

If you take prescription medications regularly, and will be traveling with prescription drugs, please bring a signed script or letter from your physician indicating your medical need(s) for the drug and identifying the drugs you will possess in-country. Some of you may have further considerations, too. If you are diabetic (with insulin and syringes) or allergic (with epinephrine pens for anaphylaxis) you should look into the requirements for international travel with these items.

Various travel safety information and guidelines can be accessed at: http://www.firstgov.gov/Topics/Usresponse/Travel_Safely.shtml. You are also encouraged to register your trip to New Zealand at <https://travelregistration.state.gov/ibrs/>

III. TRAVEL AND LOGISTICS

Arrival on June 8, 2015

All the participants in the Summer Program must arrive in Wellington, NZ on Tuesday, June 9, 2015.

Day to Day Schedule

On June 9 you will fly to Wellington, where you will stay for the NZ orientation program. Please notify the Royal Society representative of your flight schedule so that you can be met and transferred to your hotel upon your arrival at the Wellington Domestic or International Terminals.

The Royal Society will provide day-to-day logistic support during the orientation. The orientation program will be held at the Royal Society.

The Summer Program schedule is summarized in the following table:

Dates	Location	Activities	Housing
June 8 (Mon)	Wellington	Wellington	Kingsgate Hotel
June 9 (Tue)	Wellington	NZ Orientation	Kingsgate Hotel
June 10 (Wed)	Wellington	NZ Orientation	Kingsgate Hotel
June 11 (Thu)	Host Institution	Move to host institution	Housing facilities of the host institution
August 6 (Fri)		Finish	Housing facilities of the host Institution

IV. REPORTS

RSNZ Report

All participants are requested to submit a report on the research work carried out during the program. The report is to be written on A4 size paper and submitted to the Royal Society no later than **September 11, 2015**.

NSF Final Report

Participants are required to submit a Final Report to the NSF East Asia and Pacific Program of NSF no later than **December 1, 2015** via www.research.gov.

Project Outcomes Report

Participants are required to submit a Project Outcomes Report for the general public via www.research.gov no later than **December 1, 2015**. Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project.

V. OTHER USEFUL INFORMATION

Other useful information can be obtained from the following web sites:

The Royal Society of New Zealand homepage	http://www.royalsociety.org.nz
New Zealand Embassy in Washington	http://www.nzembassy.com/usa
New Zealand Consulate General in Los Angeles	http://www.nzcgl.com/new/index.php

VI. POTENTIAL EAPSI HOST INSTITUTIONS

The following is a list of New Zealand institutions eligible to participate in the EAPSI Program:

Universities

- Auckland University of Technology
- Lincoln University
- Massey University
- The University of Auckland
- University of Canterbury
- University of Otago
- University of Waikato
- Victoria University of Wellington

Crown Research Institutes

- Institute of Environmental Science and Research (ESR)
- Institute of Geological and Nuclear Sciences (GNS)
- Landcare Research
- National Institute of Water and Atmospheric Research (NIWA)
- New Zealand Forest Research Institute (Scion)
- New Zealand Institute for Plant and Food Research
- New Zealand Pastoral Agriculture Research Institute (AgResearch)

Other Institutions

- Allan Wilson Centre for Molecular Ecology and Evolution
- Callaghan Innovation
- Canesis Network Ltd
- Cawthron Institute
- Centre for Molecular Biodiscovery
- Department of Conservation
- Dexcel
- Heavy Engineering Research Association
- Leather & Shoes Research Association of New Zealand
- Museum of New Zealand – Te Papa Tongarewa
- National Centre for Advanced Bio-Protection Technologies
- National Research Centre for Growth and Development
- New Zealand Institute of Mathematics and its Applications
- The MacDiarmid Institute of Advanced Materials and Nanotechnology
- The Malaghan Institute of Medical Research
- The National Institute of Research Excellence for Māori Development and Advancement
- Unitec New Zealand